

**Subject:** 10th Annual Dog Day - Vendor Information

**From:** "Michael Filson" <@>

**Date:** 07/11/2016 12:24 PM

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Doggie Vendors! Looking forward to seeing you at the event this Wednesday!

Below are some tips in preparation of the event. Please read through these notes and let us know if you have any additional questions.

### 1. Unloading and Loading

Vendors can arrive on-site at 4pm and must be set up by 5:45pm.

If you have not arrived by 5:45 PM we will need to remove your table so that we do not have empty displays. This is very important! If you are running late/have a last minute issue that is preventing you from coming, please call Mike Filson at (323) 218-9327.

The Cathedral is located at: 555 W Temple St., Los Angeles, CA 90012-2707

Park and unload in the Cathedral garage. The garage entrance is on the northwest corner of Hill and Temple Streets, about 30 feet west of Hill Street.

Bring your own carts and dollies; the venue will be using theirs for set-up.

**Parking for each vehicle will be \$5. (Reduced rate w/ validation)**

Breakdown of your set-up may begin at 9:05 PM.

### 2. Booths and Electrical

Each vendor has an assigned booth, which you will receive at the event. These tables must remain in place and cannot be moved by vendors. Please check in with Mike Filson upon arrival.

If you requested electrical, we are placing you as near to an outlet as possible, but please 100 ft. extension cords as a back-up; we will provide masking tape.

### 3. Display Materials

All vendors are welcome to bring collateral (flyers, business cards, promotional items, goody bags, booth displays, etc.). Please be sure to bring ample collateral for our 1500 guests and 1000 dogs. **UNDER NO CIRCUMSTANCES ARE VENDORS PERMITTED TO DIRECTLY FEED DOGS.** Additionally, please note that the Downtown Center BID and the Cathedral of our Lady of the Angels are **NOT** responsible for your items. Bring enough people to staff your booths at all times. **NO HUMAN FOOD OR DRINK GIVEAWAYS / SALES.**

#### 4. Signage

You may bring your company signs to drape over the front of your booth(s). The event space is sometimes windy, so please be prepared. Please bring tape, wires, or anything you need to hold up the signs. We also recommend bringing a small battery operated light for your table. We will provide a sign with your name.

#### 5. Canopies

If you wish to bring a canopy to cover your booth(s), please bring weights as the plaza tends to get breezy in the evening.

#### 6. Selling Goods

You are permitted to sell your products to attendees (**EXCEPT FOOD & DRINKS FOR HUMANS**). The Downtown Center Business Improvement District and the Cathedral of Our Lady of the Angels are **NOT** responsible for your transactions, products, and tenders.

If you have any questions, please let me know!

#### Mike Filson

Community Relations Manager

 <https://www.downtov>

#### Downtown Center Business Improvement District

626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017

Call: 213-416-7524 | Fax: 213-624-0858

Web: [DowntownLA.com](http://DowntownLA.com)



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